



Sunny Faces Day Care, 30 Harefield Drive, Etobicoke ON, M9W 4C9 (416 744 0778)

Dear Sunny Faces Parents,

On behalf of the Management staff and the Board of Directors, I would like to share the following **2021 Income Tax** receipt update for our centre. Please be reminded of our procedures noted in our Parent Handbook.

### ***Income Tax Receipts***

*Receipts will be available for pick-up on or after February 28. Receipts are to be kept if claiming child care for income tax purposes. **Sunny Faces** is not responsible for lost receipts. An administration fee of \$30.00 will be required to replace a lost receipt.*

**NEW** - As a result of the ongoing pandemic restrictions, Sunny Faces has arranged safe pick-up options for our families to obtain their 2021 Income Tax receipt. **Please note that your account must be in good standing prior to a tax receipt being issued.**

**OPTION 1** - Families can pick up their tax receipt, in person, at the centre. You must contact Helen Primi before coming to Rivercrest and arrange a designated pick-up time. There is NO entry into the child care centre at this time. You will require photo ID. You will be required to sign for the receipt at the door.

**OPTION 2** – Families can send an email to Lee Ann Hand at [sunny.faces@outlook.com](mailto:sunny.faces@outlook.com) and request a scanned copy of their Tax receipt. Please note, Sunny Faces is not responsible for any issues that may occur as a result of email transfers.

**OPTION 3** - Families can send an email to Lee Ann Hand at [sunny.faces@outlook.com](mailto:sunny.faces@outlook.com) and request a copy of their Tax receipt to be mailed to the address on file with the centre.

Please note, any Tax receipt request for mailing will be placed in the mail by March 4<sup>th</sup>, 2022.

If you have any questions, please feel free to call the centre at 416 744 0778, or email the management team at [sunny.faces@outlook.com](mailto:sunny.faces@outlook.com) to reach Lee-Ann Hand.

To reach Helen Primi please email [hpsunnyfaces@outlook.com](mailto:hpsunnyfaces@outlook.com).

Be well and stay safe,

Management